

SUPPLEMENT 1**GREAT BASIN INCIDENT MANAGEMENT TEAM OPERATING PLAN****A. Purpose and General Guidelines**

1. Great Basin Incident Management Teams are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators in the management of complex wildland fires within their area. An analysis will be used to assist Agency Administrators in determining the type and complexity of each incident. This will be documented and used to match the appropriate management capability to the requirements of the incident and its potential.
2. Type 1 Teams represent the highest level of incident management expertise in the nation; they participate in a national rotation and may be mobilized to any kind of incident. Normally they are ordered and assigned to high complexity incidents involving; multiple agencies or jurisdictions, complex logistical support needs over extended duration, high-level political involvement, and high risks to resources, public safety, or life/property. Type 1 Teams are staffed to be fully functional in all ICS sections, have expertise to manage complex air operations, and can expand to support numerous divisions and groups for extended periods of time.
3. Type 2 Teams are staffed to manage incidents complex enough to exceed the capabilities of a Type 3 Team, but of less complexity than would require a Type 1 Team. All ICS Command and General staff positions are occupied, but management experience is generally less than Type 1 Teams.
4. When assigned, Great Basin Incident Management Teams serve Agency Administrator(s) of a local unit/jurisdiction or a group of units and will abide by the policies of the agencies for which service is being provided.
5. Teams will apply guidelines in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), NWCG Fireline Handbook, National and Great Basin Mobilization Guides and other agency-specific operational policies to assure safe and effective management strategies and tactics.

B. Team Oversight and Evaluation

1. The Great Basin Coordinating Group is the decision body and provides oversight to the Incident Management Teams. The Great Basin Operations Committee provides recommendations to the Coordinating Group as well as provides logistical support including staffing for Great Basin Incident Management Teams.
2. Team Performance Evaluations will be completed by Agency Administrators for all incidents within their jurisdiction using the Great Basin Performance Evaluation Form. Performance evaluation forms or narratives shall be completed and forwarded to the appropriate Great Basin Coordination Center within 14 days of the team closeout by the Incident Commander. The Coordination Center will forward evaluations to the Great Basin Operations Committee chairperson. Agency Administrators should follow-up with Incident Commanders 60 to 90 days following the close of the incident to provide feedback on the incident finance package. An overview of closeout issues will be prepared by the Operations chair and presented to the GBCG.

C. Incident Commander and Incident Management Team Selection Procedures**Selection of Incident Commanders**

1. When a vacancy exists, it will be advertised by the Great Basin Coordinating Group (GBCG) via Eastern Great Basin Coordination Center (EBCC) and Western Great Basin Coordination Center (WBCC). Nominations for Incident Commanders and Trainees will be sent to EBCC and WBCC Center Managers. The nomination package will be forwarded to the Great Basin Operations Chair who will assign a task group to review and evaluate the nominees. The GB Ops committee will

forward their recommendation to the GBCG for approval in October. The GBCG will send out acceptance letters to the new ICs.

2. In GACC ICs will serve for 3 years contingent on satisfactory performance. **Out of geographical area candidates must reapply every year.** The outgoing IC will serve as the team IC until the new team roster is finalized.
3. All Incident Commanders and Deputy IC's for the Great Basin Incident Management Teams will be selected by the Great Basin Coordinating Group, on recommendations from the Great Basin Operations Committee.
4. Nominations submitted will include the required documentation information as stated in the Interagency Incident Commander Announcement letter. Applications must be accompanied by a Great Basin Team Nomination form with appropriate signatures to verify that the candidate and their supervisor understand the level of commitment necessary both personally and on the job to meet the demands of an IMT Incident Commander.
5. A standard set of selection factors and a rating and ranking criteria shall be utilized for selection of all Incident Commander positions.
6. In the event an IC cannot complete their tenure, the GBCG will appoint an interim IC to complete that fire season.
7. IC's for Great Basin IMTs must be sponsored and represented by a Great Basin agency that is a signatory to the Memorandum of Understanding for the Operation of the Great Basin Coordinating Group.
8. ICs and their deputies must meet national direction as established by NWCG.
9. If a Great Basin IC or Deputy is not available to take their team on an incident, then an alternate IC or Deputy may take that team if reasonable transition arrangements are made. Alternate ICs must be approved by the GBCG. If there is no alternate IC then the IMT will not be available and may be removed from the rotation.
10. Type 1 ICs will have prior experience as a Type 2 IC on an organized geographical team. They will have had been an assigned member for at least one season.

Selection of Team Members

1. Nominations for IMT members within the Great Basin Area are the responsibility of the individual, their supervisor and their respective Great Basin Operations Committee representative. Nominations shall be forwarded through the Great Basin Operations Committee agency representatives, as identified in the application announcement, to Eastern Great Basin Coordination Center by mid December, per the annual nomination letter. Applications received by the posted date will receive first consideration. EGBCC will consolidate the nominations and post the list on the coordination center website as received.
 - a. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualifications.
 - b. Each position on the team(s) is required to re-apply every 3 years. **Out of geographical area candidates must reapply every year.**
 - c. Team members who move to a new job within the Great Basin will need to submit a new nomination form with new supervisor approval. This may start a new 3-year commitment or continue the previous 3-year commitment based upon supervisors discretion.

- d. Each nomination must be signed by the employee, supervisor, and FMO stating that he or she will make the necessary commitment to meet the National and GACC schedule, assignments, and meetings. The FMO ensures all prerequisite experience and qualifications are met.
 - e. The nomination form must also include a Wildland Fire Qualification record or current red card showing the person's qualifications.
 - f. The GB Operations Committee and ICs will meet by the first week of February to review and approve the proposed team rosters for the IMTs. The GBCG Chair or Co-Chair will attend the selection meeting to provide input and oversight.
 - g. Proposed team rosters will be submitted on the annually published master spreadsheet to ensure consistency of team positions, number of trainees, and consistent with Great Basin priorities.
 - h. If a vacancy occurs after the team is selected, the Incident Commanders may select a replacement of a team member by having the individual submit a nomination. This will initiate a 3 year commitment.
 - i. Individuals may be assigned to only one Incident Management Team at a time.
 - j. The Great Basin standard for team selection priority is in the following order:
 - Agency (Federal/State) - In the geographic area
 - Cooperators - Full time - In the geographic area
 - Agency (Federal/State) - Out of the geographic area
 - AD - In the geographic area
 - AD - Out of the geographic area
 - Cooperators - Out of the geographic area
 - Supplemental Fire Department Resources (SFDR)
2. In selecting primary team members and trainees, the ICs and GBOC will strive for the best possible mix of highly qualified and diverse candidates, which may require some adjustments within initial team selections.
- a. Candidates must meet all prerequisites for training, experience, and physical requirements. Failure to meet all qualification requirements will preclude selection.
 - b. Agency personnel will be utilized when possible before Administratively Determined (AD) personnel or Supplemental, to ensure continued development of agency employees. Out of GACC team members will be considered if no qualified GB agency candidates are available. Out of Geographic Area applicants must have the approval of the Geographic Area that they reside in.
 - c. Trainee and mentored positions will be encouraged, with an emphasis on developing future team candidates and participation. Trainees will be assigned on a 1:1 ratio with current team members.
3. After GBCG Operations Committee approval, GACCs will work with the ICs to post a final roster of team membership, as well as a complete listing of trainee and mentored positions. Rosters will follow the guidelines in the GB and National Mob Guide. If critical positions cannot be filled on an IMT, the GB Operations Committee may recommend to the GBCG that a particular IMT be stood down.

4. Nominees and Trainees not selected for teams will be notified of their status and put on a list for all teams to select from as additional positions are needed. These names may also be forwarded to adjacent GACCS for use on their teams.
5. It is recommended that all team members assigned to a team attend the annual team workshop to receive training on the current agency policy changes.
6. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualifications. Successful completion of S-520 Advanced Incident Management is required for Type 1 positions, S-420 Command and General Staff is required for Type 2 positions.



a. Great Basin Type 1 Team prerequisites are:

- Successful performance in a Command or General Staff position at the Type 2 Team level. This is required of all candidates for Type 1 Command and General Staff positions.
- All candidates for S-520 must perform successfully as a trainee on a Type 1 team prior to attending the course. Trainees are required to have some percentage of their PTB completed prior to attending S-520.
- Have a recommendation for S-520 from a Type 1 IC. If the candidate does not perform as a trainee on a Type 1 team they must have a recommendation from their Type 2 IC. All candidates must have a recommendation from their agency and concurrence from the Great Basin Coordinating Group.
- Any deviation from the above will be reviewed by the Great Basin Ops committee and approved by the Great Basin Coordinating Group.



b. Great Basin Type 2 Team prerequisites are:

- Successful performance as a trainee on a Type 2 team in a Command or General Staff position.
- All candidates for S-420 must perform successfully as a trainee on a Type 2 team prior to attending the course. Trainees are required to have some percentage of their PTB completed prior to attending S-420.
- All candidates are required to have a recommendation from their agency and concurrence from the Great Basin Coordinating Group prior to attending S-420.
- Any deviation from the above will be reviewed by the Great Basin Ops committee and approved by the Great Basin Coordinating Group.

- c. Any active IC can send a list of potential trainee candidates for S-520 or S-420 prior to the courses; and for trainee slots on Type 1 or Type 2 teams to the chair of the GB Ops Committee prior to the team selection meeting.

7. Team Member Recruitment and Nomination Process:

Early September: Chair, GBCG will send out recruitment notice for Incident Commanders with a due date of Mid October.

Mid October: Chair, GBCG will send out the team nomination letter to agencies within the geographic area.

Early November: GBOC will forward IC recommendations to the GBCG for approval.

Mid December: Team nominations due to Agency Representative.

Late December: Team nominations due to GACCs from Agency Representatives.

Mid January: List of verified nominees posted on GACC websites.

Early February: GBOC and ICs select team members.

Early April: Annual Team Workshop.

D. Tracking of Team Members

1. Individual training and qualifications will be tracked per agency guidelines.

E. Mobilization

1. The Great Basin Mobilization Guide identifies current mobilization procedures and responsibilities.
2. After initial team mobilization based on the current roster (27 standard, 17 optional, 1-1 trainees and 420/520 mentorees), name requests for suppression or all-hazard incidents should be rare and are appropriate only for highly specialized positions that cannot be filled through normal dispatch protocol. Approval of these orders will be documented in ROSS by the appropriate GACC Center Manager or Acting Center Manager.
3. On-call teams are required to be available for mobilization within two hours during the designated call-out period. For Type 1 teams, the next available team in rotation is required to be available within eight hours. The Coordination Centers will establish procedures to assure prompt notification and mobilization of teams.

F. Team Configurations

1. The Great Basin Type 1 and 2 Long Team configurations will follow the National standard, plus the additional positions authorized within the Great Basin.
2. The Great Basin standard Long Team configuration will consist of 27 primary positions, 17 optional, 1:1 ratio trainees, and 420/520 mentored positions.
3. The Great Basin standard Short Team configuration will consist of 10 primary positions, 10 optional and 1:1 trainees.

G. Trainees

1. Great Basin IMTs are not limited to the total number of trainees they have assigned to the team but they can only mobilize with a maximum of a 1:1 ratio of Qualified Position / Trainee (example: If you carry two qualified OSC2s, the maximum number of OSC2(T)s you can mobilize with is two. When teams leave the Great Basin, they will adhere to the national policy on trainees assigned to teams.
2. Once mobilized, Incident Commanders may negotiate additional positions with the Agency Administrators.
3. Agency trainees from outside the Geographic Area will only be considered with a justification to the GBOC. AD and SFDR trainees from outside the Geographic Area will not be considered.
4. Trainees are not permanent team members. Upon fulfilling on-the-job requirements/task books, assigned trainees should be replaced. The trainee program is to enable the trainee to perform the job under supervision of a qualified individual who can work with the trainee to build confidence and increase skill levels.

5. The team will notify the home unit FMO (or training officer) upon training completed with assigned trainees. This will include appropriate supporting documentation. The home unit will notify the appropriate interagency dispatch center of a qualification change in a timely manner.
6. Teams will provide to the GBOC a summary of trainees and their status for the fall meeting.

H. Team Rotation and Assignment (See Great Basin Mob Guide, Pages 60 - 5 and 60 - 7)

1. Type 1 teams are available year-round. NICC will establish the national team rotation schedule and guidelines and post it to the NICC website. The "Rocky Basin" team rotation and guidelines will be published in the Great Basin Mobilization Guide (Chapter 60) and posted on the GBCC websites.
2. Team Rosters will begin on the next team rotation after the team selection meeting.
3. Once a Type 1 team has been mobilized, the next team on rotation will fill for the remainder of that call-out period. They will remain in rotation through their regularly scheduled rotation so that the rotation remains the same. Once a team is mobilized or if a team is unavailable, the next team in order of rotation will assume their position until they are mobilized or the rotation period ends. If a team is released to their home unit, has time left in the rotation and are available, they will enter the rotation in the last position.
4. Type 2 teams will normally be on-call from May until October. The Coordination Centers will publish rotation schedules and call-up guidelines. Agencies with needs to expand the rotation period for these teams should make this request to the Coordinating Group prior to the last rotation.
5. If all Type 2 teams in a rotation are mobilized, additional orders for Type 2 Incident Management Teams will be placed at NICC.
6. During periods of high activity, Great Basin Type 2 teams can be activated a maximum of three days prior to the scheduled call out period, with concurrence of the GBCG and IC's. This policy is in place to mitigate team member fatigue and maintain the support of management.

I. Team Continuity and Commitment

1. Commitment of all in-geographic area Incident Management Team members shall be for three years per position. Upon completion of the three-year commitment team members will need to reapply if interested and available.
2. Generally, only actual vacancies will be filled annually so team members with less than three years on a team need not re-apply during the yearly nomination process.
3. Factors such as number of assignments, team turnover, and opportunities for serving in other capacities may influence retention. Retention on a team will be based on observed performance and documented evaluation.
4. When an Incident Commander vacates the position outside of the normal selection period the team will be kept intact. The Deputy or selected Incident Commander will become the new Incident Commander until a formal selection process can be initiated. Upon selection of a new Incident Commander, a formal review of the existing team will take place between the IC, Chair of Coordinating Group and the Great Basin Operations Committee.
5. When a new IC is selected, all team members must reapply. If a current IC is reselected, the team members do not need to reapply if their current commitment has not expired.

J. Substitutes of Assigned Team Members for Each Call Up Period

1. The Deputy Incident Commander may be allowed to take the Type 1 team out, but must have prior approval by the Great Basin Coordination Group and/or the Great Basin MAC.

2. The Great Basin Operations committee will develop a prioritized list of acceptable IC substitutes for Type 2 teams for the appropriate Coordination Centers by May 1. Type 2 teams will be mobilized with the Deputy IC or substitute IC's, with no geographic restrictions, as long as other national or area substitution criteria is met.
3. Substitution of Type 2 Command and General Staff positions prior to mobilization will not be considered as a vacancy. If there are more than 2 vacancies in the Command and General Staff at the time of dispatch, the team will not be available and stood down.
4. Type 1 Teams will follow the National Mob Guide for substitution of assigned team members.

K. Replacement of Assigned Team Members

1. Incident Commanders may select a replacement of an assigned team member for the remainder of the year until the next selection. When a person is selected as a substitute for the remainder of the year, a nomination needs to be completed.
2. Incident Commanders may initiate removal action for team members missing more than three call-up periods or call-outs during a year without a valid reason. The Team Incident Commander will draft a letter from the Operations Committee chair to inform the individual and his or her supervisor and agency administrator of the action.

L. Incident Close Out

1. The team will work with the agency administrator to provide an agenda and time frames for the closeout to the dispatch center. An incident close out should not be open to the public and may include members from the following entities:
 - Agency Administrator(s) and Land Manager(s)
 - Expanded Dispatch and Communications Center Manager or ECC Representative
 - Appropriate GACCs
 - Local Administrator (AO, procurement)
 - Great Basin/Zone Cache
 - Area Command
 - MAC Group
 - National Weather Service
 - Incident Business Advisor
 - Local FMO

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